

Reports - 1

Bi-Weekly Report
for Period to 11 May 1962
from
Records Disposition and Systems Branch

1. Contributions

- a. Assisted the Inspector General's staff in disposition of records. 25X1
Discussed records management procedures and the need for a revised 25X1
schedule with the Acting IG, [] Assisted []
the ARO, with the transfer of permanent files to the Records
Center. Six cubic feet were transferred. Additional files will
be retired shortly. []

2. Assignments

a. Shelf Filing

- (1-5) Commo Signal Center, Cable Secretariat, Office of Security, 25X1
OO/C [] Commo Registry [] 25X1

No Action.

- (6-8) DDP/TSD, Comptroller, Logistics [] 25X1

[] Security Office, inspected the vault which is
being considered for steel shelving in TSD in lieu of the present
five drawer cabinets. Permission was granted for the shortening
of existing fire extinguishing pipes which come out of the ceiling.
No change in the Comptroller and Logistics Offices.

b. Records Control Schedules

- (1) OTR []

Meeting with the ARO sometime next week to discuss portions
of the schedules that are ready for signatures in OTR. ARO also
wants some guidance on procedure to follow with respect to portions
of schedule that have not yet been revised.

- (2) OO/C [] [] 25X1

No action

- (3) Inspector General [] 25X1

Retirement of a portion of the files has been accomplished.
Records Control Schedule will be revised after all inactive files
have been removed from the office.

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c. Special Projects

(1) Conference Notes and Special Reports []

25X1

With the exception of one slide, conference notes and slides have been up dated.

(2) DDP/RID []

No action

(3) Agency Courier System []

25X1

Approximately 2 1/2 days were spent at [] covering the existing courier services and their requirements as anticipated due to organizational changes. Discussions were also held with [] Executive Officer, Office of Communications to determine what that Office intends to do regarding their courier needs at [] Per a phone call from [] Secretary, [] has contacted DD/P and obtained their approval for the survey to continue to the DD/P components.

25X1

25X1

25X1

25X1

3. Vital Records []

Final phase of workshop completed. Workshop scheduled for three days - May 14, 16, and 18. All component offices notified and employees having an interest in Vital Records were invited to attend.

4. Microfilming []

No filming presently being done.

5. News

Furnished a brochure on Rol-Dex equipment to [] O/DDS, who expressed an interest in new filing equipment for her 3 X 5 card files.

25X1

Reviewed Suggestion 62-288 and coordinated it with []

25X1

25X1

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